

Troutdale Police Department



141 SE Dora Avenue
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(503) 665-6129 Fax (503) 669-0875
www.troutdale.info

Police Department Guidelines
for
City Speed Hump Evaluation Plan

City Speed Hump Evaluation Program

One of the most frequent complaints made to the Troutdale Police Department is the need to reduce speeding along residential streets. The City of Troutdale recognizes that motor vehicles traveling in excess of posted speed limits presents a threat to public safety and consequently seeks to address this by using the least intrusive yet most effective method available and for the given situation.

Enforcement is the preferred method. Where the necessary level of enforcement is unattainable considering the limited police resources of the City, engineered measures may be considered, such as speed humps placed on specific streets.

An implementation plan for speed humps has been in place and utilized for several years in the City of Troutdale. Through experience, the Speed Hump Committee (composed of representatives from City staff and the Citizens Advisory Committee) has created an Implementation Plan for Speed Hump Evaluation.

Police Department Steps in the City Speed Hump Evaluation Plan

Getting Started

If a citizen wishes to ultimately file a petition for speed hump installation with the Public Works department, the first step is the filing of a formal speeding complaint with the Troutdale Police Department (see "*Neighborhood Speeding Complaint*" form in this packet).

Upon receipt of the complaint, the Police Department will:

- ✓ Provide training to the citizen regarding operations of the radar that will be used to monitor traffic in the affected area (users must be 21 years or older).
- ✓ Execute enhanced enforcement and educational measures in the area by the department (such as posting of the radar trailer or patrols)
- ✓ Meet with the citizen to discuss the results of the radar monitoring once it has been completed.

The citizen filing the complaint should:

- ✓ Sign and submit the traffic complaint contained within this packet to begin the process
- ✓ Fill out the Radar Loan and Usage Agreement and receive training on radar operations from a Troutdale police officer.
- ✓ Complete 6 hours of monitoring with the radar provided by the department on the Radar Traffic Monitor Log - following the guidelines enclosed in this packet.
- ✓ Meet with a Police Department representative (usually a Sergeant) to discuss the results (call for an appointment during business office hours Monday through Friday, 8am – 5pm).

Completed Police Department Review

Upon completion of the traffic monitoring process with the radar, the citizen and a Police department representative will meet to discuss the results of the monitoring, enforcement actions, and educational measures that have occurred at the location. The Police department will then provide the complainant with a letter, signed by a sergeant, verifying completion of the Citizen Radar program and results of the follow up consultation.

If, after reviewing the monitoring and enforcement data with the Police department, the citizen chooses to proceed with the speed hump application process, the citizen may initiate a petition for consideration of speed humps by going to the Public Works department at 342 SW Fourth with:

1. A copy of the formal speeding complaint originally submitted to the Police Department
2. A letter from a Police department sergeant attesting to the successful completion of the Citizen Radar program and follow up consultation.

If the citizen does not wish to initiate the petition, the Police department will not take any additional action other than routine enforcement and educational measures in the area.

Deadlines for Submission – General Information

Completed Police department (citizen complaint & radar monitoring) and Public Works (petition and signature gathering) requirements must be completed by September 30th of each year.

Each November, a Speed Hump Committee convenes to evaluate the need for speed humps in all areas for which the Public Works department has forwarded a petition. Evaluation results are provided to the City Administrator and forwarded to the City Council and Budget Committee for further consideration. If funded, construction could occur in the following fiscal year (fiscal year runs July 1 through June 30).

Any petitioner whose subject street is not recommended for speed humps by the Speed Hump Committee will be so notified, in writing, by the committee chair. The Police department will then review the situation and work with the petitioner to pursue an appropriate level of enforcement and educational measures in the area.

A petitioner that is denied speed humps may petition again the following year and any subsequent year should they so choose. A full outline of the procedures and criteria used by the Committee and Public Works department for approval are contained in the Speed Hump Evaluation Plan which is available upon request.

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NEIGHBORHOOD SPEEDING COMPLAINT

Speeding problem observed at the following location (Please list specific streets, addresses or cross streets in order to best identify location). _____

Time(s) of day speeders are most prominent: _____

Is this a recent problem? If yes, please provide any comments about the problem: _____

Is this an ongoing problem? If yes, please list your observations or comments to support this conclusion:

I am interested in evaluating the need for speed humps at the above location. I understand that to proceed with a request to be considered for a speed hump, I must read and comply with the steps outlined in this packet.

Name: _____

Address: _____

Day Phone #: _____ Evening Phone #: _____ Best time to call _____

For office use only:

Received by: _____ (Records Unit) Date: _____

Received by: _____ (Administrative Assistant) Date: _____

Assigned for Radar Training to Officer: _____ by Sgt. _____

Troutdale Police Department

RADAR UNIT LOAN AND USAGE AGREEMENT

Fill out Separate form for each person who may be using and monitoring with the radar.

Last Name First MI Date of Birth

Street Address City State Zip

Mailing Address, if different

Please read and sign below.

Phone No. Driver's License # & State

1. The radar unit and accessories as listed below have been loaned to me by the Troutdale Police Department
2. The radar unit that has been loaned to me is a delicate instrument and must be handled carefully. I will be responsible for protecting it and returning it in good working order. Users must be 21 years or older.
3. As an operator of the radar, I am not a City employee or law enforcement officer and will not communicate or seek to communicate by my actions or speech that I am.
4. I will not attempt to chase, stop, or apprehend drivers nor will I encourage any other person to do so. Gestures or verbal comments will not be made nor will I throw objects at vehicles/drivers.
5. I will conduct traffic monitoring and recording from behind the street curb or from a legally parked vehicle. If there is no street curb, I will wear a safety vest provided by the department.

Signature of Person Checking out Radar

This Portion to be Completed by Department Representative:

Radar # Tuning Fork # Battery/Power Unit #

The radar unit will be returned on or before: _____.

The above named person has received training in the use of the radar unit, data collection, and review of the items 1-5 above.

Officer DPSST # Date

Rules of Conduct for Safely Monitoring and Recording Radar Traffic in Your Neighborhood

1. STAY OUT OF THE STREET AND BE SAFE

Conduct traffic monitoring and recording from behind the street curb or from a legally parked vehicle. Wear a safety vests if there is no street curb (or if anyone assisting you is not behind the curb) unless you are within a legally parked vehicle.

2. OBEY ALL TRAFFIC AND PEDESTRIAN LAWS

3. BE COURTEOUS AND EXERCISE REASONABLE CARE

You may find that motorists or pedestrians may stop to talk with you about what you are doing.

If they have questions about traffic and pedestrian safety, explain you are documenting speed and traffic patterns as a part of research about whether speed humps may be appropriate for this stretch of roadway.

For questions about traffic and pedestrian laws, or other concerns, feel free to refer them to the department.

4. USE COMMON SENSE

You may observe driver actions or behaviors that are inappropriate. Do not chase, attempt to stop, or apprehend drivers – this includes gestures or verbal comments. If confronted physically, your duty is to retreat. We want you to be safe. 😊

5. DO NOT ENCOURAGE NON-PARTICIPANTS TO BE PRESENT

A crowd of people on the sidewalk will only draw the attention of speeding drivers and be counter-productive.

6. ACCURATELY REPRESENT THE PROGRAM

The public may incorrectly assume that you are a representative of the City or a Police Officer, or that your actions will result in their receiving a traffic citation.

You should make it clear, if asked, that you are acting as a private citizen within the context of a City authorized program to monitor traffic speeds.

